



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Office Technician

Monthly Salary: \$2,638 - \$3,209

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-1138-002

Refer to Job ID#10-BQM

Final Filing Date: September 3, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under direction from the Deputy Director, Benefits and Quality Monitoring Division, calendars appointments and meetings, coordinates travel arrangements, maintains Division and Deputy Director files and other administrative information. Assists in gathering and preparing information for meetings and conferences attended by the Deputy Director.

Essential Qualifications:

- Effectively communicates orally and in writing with strong spelling and grammatical skills.
- Proficiency with Microsoft Word, Outlook, Excel and Internet Explorer; ability to use PowerPoint.
- Good organizational skills and strong attention to detail.
- Ability to handle sensitive and confidential assignments with tact and diplomacy.
- Ability to work under pressure and time constraints, be flexible and adapt to changing priorities.
- Ability to establish and maintain cooperative working relationships with all levels of the organization.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.
- Demonstrates an interest in improving health care quality and access in public health care programs
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Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-BQM and Position # 443-600-1138-002 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: September 3, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.